

**Affordable Housing Coalition  
Meeting Minutes  
February 19, 2013, 10 a.m. – 12 Noon**

**1. Welcome/Introductions/Announcements:**

- Martin Lepak announced that the AEOA Office in Duluth closed on 02/14/13. All Weatherization will now be done out of the Virginia Office. Martin and the other crew members are being laid-off but will remain on the payroll through 2/28/13. Martin will still Chair the meeting today and said he hopes to continue to participate in the AHC as an individual member going forward. He said his home number is 721-3256 and his cell phone number is 218-461-6212.
- Val Strukel with the Minnesota Coalition for the Homeless reminded agencies to sign on to the Homes For All legislative agenda, and also mentioned that the Homeless Coalition's Day on the Hill will be on March 7<sup>th</sup>. She will pass around a sign-up sheet during the meeting for anyone interested in being sent an email about the event.
- Pam Kramer asked all to promote the Empower event at the DECC on Saturday, March 23<sup>rd</sup> from 9 a.m. – 3:30 p.m. The event is free and open to the public and has many wonderful workshop offerings.
- Laura DeRosier reported that the Homeless Response Committee will be meeting before each AHC meeting, from 8:30 – 10 a.m.
- Carol Schultz said she will pass around the sign-up sheet for AHC organizational members' 10 minute presentations as there are still months to fill and several organizations that have yet to schedule (or reschedule, as the case may be).

**2. January 15, 2013 Annual Meeting Minutes and February 19, 2013 Agenda –** A motion was made and seconded to approve the January meeting minutes and the February meeting's agenda and all present approved.

**3. Treasurer's Report:** Treasurer Carol Schultz reported that the balance at the end of January was \$1,430.40 and that sixteen organizations have now paid their 2013 membership dues as of today's meeting date. A motion was made and seconded to accept the Treasurer's report and all present approved.

**4. Duluth/St. Louis County Days Report:** Rick Ball reported that the 2013 Duluth/St. Louis County Days Legislative Reception on February 13<sup>th</sup> was well attended and many attendees took the AHC's Housing Quiz at the AHC's exhibit booth. The Two Harbors City Council President won the drawing prize which was a one-night stay in an Executive Class or Whirlpool Suite at Fitger's Inn. Senator Bakk was a bit discouraging about the possibility of a bonding bill this session. There need to be six Senators and Representatives in agreement, but MHP is optimistic that this will happen. There also is a public housing rehab bill advancing.

**5. Seaway Hotel Update:** Rick Ball reported that the oversight group was getting together this Friday and is also working with the owner on finalizing the list of improvements to be done to the building, and the resources. Per Cliff Knettel, the following two group trainings were held:

- Management Training by Home Line – all day training attended by 10 Seaway staff
- Tenant Training – attended by 6 – 7 residents

Rick Ball mentioned that they have been meeting with the local police as there were a lot of police calls to the building recently.

6. **Update on staffing the AHC by City/County** – Chair Martin Lepak reported that the Executive Committee met with Keith Hamre and discussed the need for paid staff for minute-taking, notices, and meeting coordination. Keith thought we should look to the AHC itself to handle these functions, as not in the best interest of the City to continue doing this. Laura added that she and Char are going to focus their energies on the Homeless Response Committee. We will need to discuss this more at the next meeting. Should we consider paying someone to do this and how would we raise the needed funds?
7. **Request for Volunteer Secretary/Exec Committee member (minute taker)** – Nancy Cashman suggested that we separate the agenda preparation from the minute taker, so the Chair would put out the agenda and the Secretary would just take the minute notes. For the meantime, Carol said she had volunteered to Martin to take the minutes at today's meeting. Jeff Corey and others are looking at the need for the broader coordinator role by someone as discussed under the previous agenda item and that discussion should continue next month.
8. **Annual Meeting Follow-Up/Review Work Plan** - Martin Lepak mentioned that the summary of the Work Plan could be found in the January meeting minutes in item 8 on the last page and asked for any comments, changes, etc. Under the Advocacy component, Rick Ball said he will pick a different time schedule for the Advocacy Committee meetings, to not conflict with the monthly Homeless Response Committee meeting since that could limit those members involvement/participation – would like to switch the schedule to every other month on the Monday afternoon before the AHC meeting. That would mean the next Advocacy Committee meeting would be Monday, April 15<sup>th</sup> at 3:30 p.m. He will put out an email on this change. (Dan Peterson said the other option would be that the Homeless Response Committee could give feedback whenever the AHC Advocacy Committee reports in at the AHC monthly meeting.) Dan Peterson also said the Advocacy component of the Work Plan should also include dealing with discharge issues related to incarcerated people and people coming out of various treatment. Under the Education component of the Work Plan, Pam Kramer asked that the At-Home Committee meetings be reflected and that we also focus on expanding resources for housing. Deb Holmen also said that the Education component should also reflect that we will have a presentation on the CHUM/Police Partner Program at the May or June meeting. She also mentioned that there will also be a Supportive Services Committee meeting on 3/14 at 3 p.m., at AICHO's housing development, to look at barriers and the lack of timely emergency assistance application processing.
9. **City/County Staff Discussion Items** – Char was not present, so Laura DeRosier said she would defer to the Committee Meeting section of the agenda and report out at that time.
10. **Project Coordination/Prioritization Criteria – update/discussion** – Rick Ball stated that Keith Hamre said he won't ask the AHC to prioritize these any more, but Rick said we can still comment/support – this may be a less formal role. Rick Ball also suggested that we have more discussion on this and report back as Jeff Corey and others have expressed interest in this. Pam Kramer agreed and said we should keep working on this so she recommended that we find a way to weigh in on needs. Rick Ball asked that this be put on the March meeting agenda. Martin Lepak reported that Keith Hamre had prepared a calendar of dates where the AHC would provide input for certain things during the calendar year.
11. **Landlord/Tenant Remediation Service Update** – Lynn Barbe reported that they have met twice with Jeff Corey facilitating. The discussion identified these gaps: Landlord training and tenant/landlord remediation. The group wants to gather data to put together and organize, which Matt Traynor will do. The next step would be to use the data to find a funding source, yet to be identified. The next meeting of this group will be determined once Matt's work is done, at which time they will put out an email notice.
12. **Duluth LISC Presentation** – Pam Kramer provided a presentation on Duluth LISC and at its conclusion, asked that any AHC member contact her if they felt there was something LISC should be doing that it isn't currently doing. Also mentioned that LISC hopes to bring back the AmeriCorps program next year, though the program now has stricter rules as to how those resources can be used.

**13. Committee Reports/Summaries** – Rick Ball reported that the Advocacy Committee met this morning prior to the AHC meeting. Those present discussed the recent Duluth/St. Louis County Days, a meeting held a few weeks ago with Lt. Gov. Prettner-Solon, and the importance of all AHC members taking time to talk to legislators.

Laura DeRosier reported that the Homeless Response Committee also met just prior to this morning's meeting where Laura reported on the coordination roles of the committee. They also discussed technical assistance for the Centralized Coordinated Assessment, and the HMIS system vis a vis Coordinated Assessment. The committee will meet next month at 8:30 a.m. before the March 19<sup>th</sup> AHC meeting.

Dan Peterson reported on the recent first meeting of the Supportive Services Committee. He said that Dan Moore has set up a Mobile Dentistry service for homeless people for four hour periods. He also reported that the committee had a very energetic first meeting and will be operating on a rotating Chair basis. They are trying to come up with a form letter for AHC support that can help with an issue regarding rent versus damage deposits checks. He also said there are some issues on discharge planning. Dan didn't have his committee meeting notes with him today so will forward them to Carol Schultz, who will email them out to the AHC membership as soon as possible.

Respectfully Submitted,  
Carol Schultz, volunteer note-taker for the February 19, 2013 meeting